

**B.Sc. IN MEDICAL RECORD SCIENCE AND  
HEALTH INFORMATION TECHNOLOGY**

**Term-End Examination  
December, 2012**

**BAHI-021 : MEDICAL RECORD SCIENCE**

*Time : 3 Hours*

*Maximum Marks : 70*

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**PART-A**

Answer *any four* questions. Each carries 10 marks.

**10x4=40**

1. (a) Write the definition of Medical Records in the words of author of the classic Text book "Hospital Organisation and Management" by Dr. Malcolm T. Mac Eachern.
- (b) Explain the three characteristics of a "good" Medical Record.
  
2. (a) Write down the essential data of identification of a patient as to be recorded at the time of registration either in an O.P.D. or in a casualty Department as the case may be.
- (b) What purposes are served by the above data ?

3. Prepare a work flow chart usually followed for the processing of medical records of discharged /expired cases on receipt from the wards, at the various Desks in a well - organised Medical Record Department.
  
4. Discuss the values of "good" Medical Records accruing to any two of the following :
  - (a) Patient
  - (b) Hospital
  - (c) Physician
  
5. Describe the use of Medical Record as personal document and as an impersonal document.
  
6. Write down the essential contents of the "Admission and Discharge Medical Record" form.

## PART - B

7. Write brief description of *any six* of the following.  
Each carries 5 marks. 5x6=30
- (a) "Quantitative Analysis" of Medical Records of Discharged/Expired cases.
  - (b) Write down at least five purposes of the "Discharge summary".
  - (c) Prepare a specimen of "Disease Index Card" indicating its essential items of information.
  - (d) Medical Audit Committee
  - (e) Medical Record Committee
  - (f) State the purposes for which medical records are required to be maintained in a Hospital.
  - (g) Which type of Numbering System is considered to be the best and why ?
  - (h)
    - (i) Define "Master Patient Index" card.
    - (ii) Prepare its specimen containing the usual items.
    - (iii) Briefly explain its usefulness.
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